



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## INTERPRETER REFERRAL SPECIALIST

Job Number: 20001070

Job Code: 51050V161016

Job Group: 5100 - ALLIED EDUCATION

Job Established: 10/16/2003

Job Revised: 10/16/2016

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Assists in administration of support services to persons who are deaf or hard of hearing including arranging and coordinating the day-to-day scheduling of interpreters for Kentucky state government agencies; (This job title will not require a license as an interpreter issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing.); and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have a total of one year in any combination of the following: interpreting experience; coordination of interpreter referral or other deaf or hard of hearing therapy services; administrative work performed in the area of deaf or hard of hearing; experience as a teacher or rehabilitation counselor for the deaf or hard of hearing; or experience as an American Sign Language Instructor.

#### **Substitute EDUCATION for EXPERIENCE:**

See Special Requirements

#### **Substitute EXPERIENCE for EDUCATION:**

Additional experience in any combination of the following will substitute for the education on a year-for- year basis: interpreting experience; coordination of interpreter referral or other deaf or hard of hearing therapy services; administrative work performed in the area of deaf or hard of hearing; experience as a teacher or rehabilitation counselor for the deaf or hard of hearing; or experience as an American Sign Language Instructor.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess full licensure as an interpreter issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing. Current and valid Registry of Interpreters for the Deaf (RID) Certification of Interpretation (CI) or Certificate of Transliteration (CT), or National Interpreter Coalition (NIC), or Comprehensive Skills Certificate (CSC), or Reverse Skills Certificate (RSC), or Certified Deaf Interpreter (CDI), or Certified Deaf Interpreter-Provisional (CDI-P); or National Association of the Deaf (Level IV or Level V); or Sign Communication Proficiency Interview (Advanced Level or Advanced Plus Level or Superior Plus Level). <http://www.kbi.ky.gov/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates scheduling of interpreters. Receives requests for interpreter services, assigns qualified interpreters, completes confirmation of assignments. Responds to inquiries about the interpreter services and conducts outreach efforts to increase awareness of interpreting and serving deaf and hard of hearing constituents. Enforces the Registry of Interpreters for the Deaf (RID) and National Association of the Deaf (NAD) Codes of Ethic.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Occasional travel may be required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*